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Information For Drivers Transporting Students In First Division Vehicles

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Illinois State Board of Education

Donald F. Muirheid, Chairman
State Board of Education

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PURPOSE

Illinois Revised Statutes, Chapter 95½, paragraph 6-104, require that no person shall drive any vehicle owned by or operated for a public or private school, or a school operated by a religious institution, where such vehicle is being used over a **regularly scheduled route** for the transportation of persons enrolled as students in grade 12 or below, in connection with any activity of the entities, unless such person possesses a valid School Bus Driver's Permit.

The purpose of this pamphlet is to inform such drivers of the necessary steps they must take to obtain a School Bus Driver's Permit. This pamphlet also serves as a resource guide to prepare the drivers for their roles of transporting students. A review of the material contained in this pamphlet and the Secretary of State's publication "Rules of the Road" will assist the driver in preparing for the school bus driver's examination for first division vehicles.

THE SCHOOL BUS DRIVER'S PERMIT

The School Bus Driver's Permit is issued by the regional superintendent of schools for the county in which the application is initiated. Possession of this document is required, by law, before any individual may operate a school bus to transport pupils in Illinois. This document is issued in addition to the Illinois Driver's License. The Illinois Driver's License is issued by the Secretary of State; and possession of a valid driver's license is required to operate a specified class vehicle in Illinois.

1. No person shall drive a school bus when transporting students unless such person possesses a valid School Bus Driver's Permit.
2. No person shall drive any vehicle owned or operated by or for a public or private school, or a school operated by a religious institution, where such vehicle is being used over a **regularly scheduled route** for the transportation of students unless such person possesses a valid School Bus Driver's Permit.

The requirements necessary to obtain a School Bus Driver's Permit are listed in Illinois Revised Statutes, Chapter 95½, Section 6-106.1:

Upon proper application and payment of the required fee in the amount of \$2.00, a School Bus Driver's Permit shall be issued, as prescribed by the Illinois State Board of Education, by the regional superintendent of schools for the county in which the application is initiated, to each applicant who meets the following requirements:

- (1) is 21 years of age or older;
- (2) has a valid and properly classified driver's license issued by the Secretary of State;
- (3) has held a valid driver's license, which has not been revoked or suspended for one or more traffic violations, for three consecutive years immediately prior to the date of application;
- (4) has successfully passed a written test administered by the Secretary of State as the Illinois State Board of Education prescribes, and that a review of each applicant's driving habits will be completed by the Secretary of State at the time the written test is given. When the results of this review indicate that the applicant is not in compliance with paragraphs (9) and (10) of the section, there will exist imminent cause for failure of the written test;
- (5) has demonstrated the ability to exercise reasonable care in the operation of (the vehicle to be used) in accordance

with such standards as the State Superintendent of Education prescribes;

- (6) demonstrates physical fitness to operate a first division vehicle to transport students by submitting the results of a medical examination conducted by a licensed physician within 90 days prior to the date of application according to standards promulgated by the Illinois State Board of Education;
- (7) has not made a false statement or knowingly concealed a material fact in any application for the permit;
- (8) has enrolled in an initial classroom course including first aid procedures, in school bus driver safety as prescribed by the Illinois State Board of Education, to be completed within 45 school days; and after satisfactory completion of said initial course an annual refresher course; such courses shall be approved by the Illinois State Board of Education. Failure to complete the initial classroom course within 45 school days, or to satisfactorily complete the annual refresher course, shall result in suspension of the permit until such course is completed;
- (9) has not been convicted of more than two offenses against traffic regulations governing the movement of vehicles within one year of the date of application provided, however, that the regional superintendent may issue a permit to an applicant who has been convicted of two such offenses within one year if, after a hearing, he finds that the violations do not demonstrate careless or reckless driving habits which may endanger the life or safety of any of the driver's passengers;
- (10) has not been convicted of reckless driving, driving while intoxicated, manslaughter or reckless homicide resulting from the operation of a motor vehicle within three years of the date of application; and
- (11) has never been convicted of murder, rape, deviate sexual conduct or assault, indecent liberties with a child, contributing to the sexual delinquency of a child, indecent solicitation, public indecency, aggravated incest, prostitution, soliciting for a prostitute, pandering, keeping a place of prostitution, pimping, obscenity, handling of harmful materials, burglary, theft, assault or battery, compelling membership in any organization, possession, sale or exchange of instruments adapted for illegal drug use or abuse, abortion, possession of a deadly weapon, armed violence, criminal usury, juice racketeering, looting, selling or renting or transferring any air rifle illegally to a child, window peeping, illegal manufacture, possession, sale or delivery of controlled substances, and has never been adjudicated a sexually dangerous person.

If, however, the regional superintendent determines that for at least five years after conviction for any of the above offenses such person has led an exemplary life and become a law-abiding citizen, the regional superintendent may issue a School Bus Driver's Permit.

- (12) has not been repeatedly involved as a driver in motor vehicle collisions or has not been repeatedly convicted of offenses against laws and ordinances regulating the movement of traffic, to a degree which indicates lack of ability to exercise ordinary and reasonable care in the safe operation of a motor vehicle or disrespect for traffic

laws and the safety of other persons upon the highway;

- (13) has not, through the unlawful operation of a motor vehicle, caused an accident resulting in the death of any person or;
- (14) has not, within the last five years, been adjudged to be afflicted with or suffering from any mental disability or disease.

A School Bus Driver's Permit shall normally be valid for one year from the date of issuance. It shall not be renewable, but a new permit shall be issued upon compliance with this section. The regional superintendent may extend the permit period up to a maximum of 30 days in instances of emergency.

A School Bus Driver's Permit shall contain the holder's driver's license number, name, address, zip code, social security number, date of birth, a brief description of the holder and a space for his or her signature.

The regional superintendent shall forthwith revoke a School Bus Driver's Permit whenever the Secretary of State has revoked or suspended the holder's driver's license and whenever the regional superintendent receives notice that the holder has been convicted of any offense listed in subparagraph (10) or (11) of the requirements necessary to obtain a School Bus Driver's Permit. The regional superintendent shall forthwith suspend or revoke a School Bus Driver's Permit upon receiving notice that the holder has been convicted in accordance with subparagraph (9) of the requirements to obtain a permit. If such action is taken, the holder shall be entitled to a hearing conducted by the regional superintendent.

In cases where a currently employed school bus driver terminates employment in one county and desires employment in another during the year for which the permit is valid, the driver is responsible for insuring that the necessary records are forwarded to the county in which employed is desired. Where the permit is valid, no additional fee is required.

HOW TO OBTAIN A SCHOOL BUS DRIVER'S PERMIT

School Bus Driver's Permits are issued by the regional superintendent of schools. Persons wishing to apply for a School Bus Driver's Permit **must** obtain (1) an Application for Illinois School Bus Driver's Permit and (2) an Annual Health Certificate for Illinois School Bus Drivers. These are available at the regional office of education and at most district superintendent's offices or from district directors of transportation.

NEW DRIVERS

If you will follow the directions required by law in the order noted below you should have little or no problem beyond the time required to go through the process.

1. Each applicant must first successfully complete an interview with the employing school district's designee to determine the acceptability of the applicant in terms of all provisions outlined in **Illinois Revised Statutes, Section 6-106.1** When the interview identifies the need to have a hearing with the regional superintendent, the hearing process must be completed and a copy of the hearing results must be attached to the application prior to proceeding to the Secretary of State's Examination Station. Without the documentation, the examiner will not administer an examination.
2. Complete in **duplicate** Section I of the application.
3. Complete **Part A** (all of side 1) of the health certificate.

4. Take the health certificate to your examining physician who should complete PART B (all of side 2) as part of the examination procedure. TWO SPECIAL NOTES: (1) when the examining physician does not complete an eye examination, you **must** have an ophthalmologist or licensed optometrist examine you and sign in lower right box...otherwise, your doctor's signature in the lower left box is all that is needed. (2) Because you are a new driver, you must obtain from your physician evidence of a satisfactory tuberculin test.
5. Check with the regional superintendent's office about additional steps you must take if you are coming from or reside in another state.
6. You may proceed to the Driver's License Examination Station for the written examination and road test. The examiner will review your driving history to determine compliance with statutory requirements. Your superintendent or director of transportation will provide necessary assistance.
7. AFTER the above directions have been satisfactorily completed, bring: (1) your application, (2) your health certificate, and (3) TB test results to the regional office of education.
8. A two dollar (\$2.00) fee will be required. IF everything is found to be satisfactory, the regional superintendent's office will enroll you in an initial school bus driver training course to be completed within 45 school days of the date of application, and Section III of the application form will be completed by the regional superintendent's office. At this time, you will be issued your School Bus Driver's Permit on behalf of the State of Illinois valid normally for one (1) year from the date of issuance.

REMEMBER....School Bus Driver's Permits represent a great faith in you as a person of good character and as one who is interested in and physically able and trained to look after the welfare of youngsters. The permit will be revoked at any time you prove unworthy of this trust.

HOW TO REAPPLY FOR A SCHOOL BUS DRIVER'S PERMIT

It will not be necessary for CURRENT SCHOOL BUS DRIVERS to be re-tested at the Driver's License Examination Station, IF not more than (30) days have elapsed since the last permit expired, unless an upgrade of license is necessary.

1. An individual reapplying for a School Bus Driver's Permit must complete the Application for Illinois School Bus Driver's Permit. Write "reapplication" in Section II of this form.
2. The individual reapplying **MUST** complete all of Part A of the Annual Health Certificate for Illinois School Bus Driver **AND** Part B must be completed by the driver's physician.
3. After steps 1 and 2 (above) have been completed, bring or mail the forms to the regional office of education. Section III will be completed by the regional superintendent's office. Present the "Driver's Copy" of your last School Bus Driver's Permit at this time.
4. You must complete refresher training scheduled by the

regional superintendent each year.

5. A two dollar (\$2.00) fee is required to re-issue a valid permit. Your new permit will normally expire one (1) year from date of issuance.

SPECIAL NOTE: As an experienced driver, you are aware of the tremendous importance of this job. You realize the trust and faith parents and school personnel have in you. If situations arise where you need help, let the proper school administrator know of the situation.

OPERATION OF THE AUTOMOBILE OR STATION WAGON

(a) Railroad Crossings

Drivers of automobiles and station wagons only stop at railroad crossings when the red lights are flashing or when a train is seen dangerously close to the crossing. At all other times, these vehicle drivers should proceed across the crossing as do other safe drivers.

(b) Stopping, Loading and Discharging Passengers on Highways Having Four or More Lanes

Drivers of automobiles and station wagons do not stop on any highway for the purpose of loading or unloading passengers.

(c) Passengers Boarding or Exiting an Automobile or Station Wagon

All pick-up points and discharge points should be arranged so that students enter and exit from the right side of the vehicle so that they do not cross the street.

(d) Flashing Signal Lamps

No automobile or station wagon shall be equipped with alternately flashing red signal lamps.

(e) Stop Arm

No automobile or station wagon shall be equipped with a stop arm.

(f) Seat Belt for Driver

The driver of an automobile or station wagon being used to transport students will wear the lap belt assembly.

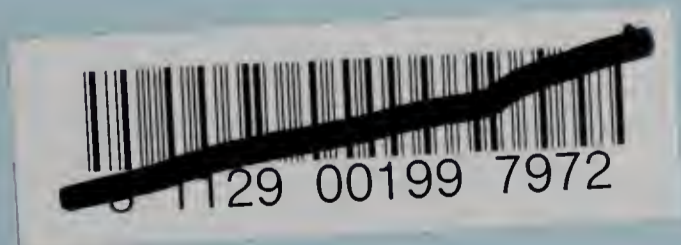
(g) Vehicle Doors

When transporting students, vehicle doors should be securely latched and may be locked.

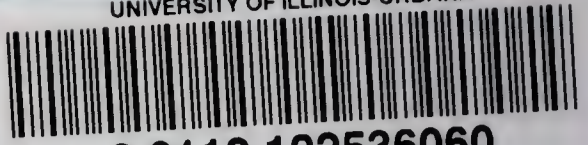
RULES AND REGULATIONS FOR OPERATING A STATION WAGON OR AUTOMOBILE

1. Station wagons and automobiles must be operated in accordance with all legislative acts, Illinois State Board of Education Rules and Regulations and Illinois Department of Transportation Rules and Regulations.
2. Each driver shall perform a daily pre-trip inspection on the vehicle used to transport students.
3. The driver shall not leave the vehicle while the motor is running.
4. The manufacturer's capacity for the vehicle shall not be exceeded.
5. All passengers shall be seated when the vehicle is in motion.
6. Students shall not be asked to leave the vehicle along the route for breach of discipline, nor shall they be asked to sit anywhere other than on a seat for breach of discipline.

7. Gross disobedience or misconduct on the part of a student shall be reported to the proper school authority for appropriate disciplinary action.
8. The driver shall not back the vehicle at the school while students are in the vicinity unless a responsible person is present to guide the driver.
9. The driver shall not allow a student to get out of the vehicle at any place other than the student's designated discharge point unless permission is granted by the proper school official.
10. The driver shall transport no animals with school children without the permission of school authorities. The animal must be properly confined at all times in the vehicle.
11. The driver shall not permit a weapon or explosive of any kind in the vehicle.
12. In case of an accident or breakdown while the vehicle is transporting students, the first consideration shall be whether it is safer to evacuate or leave the students in the vehicle.
13. All accidents shall be reported, immediately, to the appropriate school official.
14. A copy of the Illinois Department of Transportation's "Motorist Report of Vehicle Accident Form" (SR-1) shall be forwarded immediately to the regional superintendent in case of an accident.
15. When stalled on the highway or shoulder of the highway, activate appropriate signals as outlined in the Illinois Secretary of State's publication, "Illinois Rules of the Road," under the heading "Disabled Vehicles."
16. The driver shall not smoke or be under the influence of intoxicating beverages or drugs when operating a station wagon or automobile with students on board.
17. The driver shall wear a lap belt assembly when the vehicle is moving.



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